

CRDC Task List

Use this document as a high-level task list for completing tasks for the SY2020-2021 Civil Rights Data Collection.

The links in this document are located on the [NCDPI CRDC Documentation and Webinar](#) page.

Task	Notes	Due Date*
Verify or update the Office of Civil Rights Coordinator and Student Information Coordinator in EDDIE.	<p>This task serves two purposes:</p> <ul style="list-style-type: none"> Contact information allows SEA CRDC Coordinator to communicate directly with staff performing the collection. Update contacts as roles change The Superintendent and two contacts submitted by the Due Date will be granted access to the Federal Submission Tool. <p>Preparing for the CRDC</p>	September 24, 2021
Download or Print the LEA Form and School Form	<p>These documents are critical to understanding the data required to complete this submission.</p> <p>All PSUs submit data for both forms.</p>	NOW
Verify and update CRDC screens in PowerSchool	<p>This task serves two purposes:</p> <ul style="list-style-type: none"> CRDC screens contain questions that must be answered for the collection. CRDC screens determine the data that is captured on the report. <p>Complete CRDC screens prior to running the PowerSchool CRDC Preview Report, in the current year</p> <p>Setting up PowerSchool for the CRDC</p>	October 25, 2021
Generate and review the LEA Level PowerSchool Preview Report	<p>For delegation or investigation purposes, generate the PowerSchool CRDC Preview Report at the school level.</p> <p>Use the LEA Form and School Form to map to the PowerSchool CRDC Preview Report.</p> <p>Reviewing the PowerSchool CRDC Preview Report</p> <p>CRDC NC Data Dictionary and Course Code List</p>	December 17, 2021
Approve the LEA Level PowerSchool Preview Report	To Approve the PowerSchool CRDC Preview Report, click Run.	Week of December 17, 2021
Review Non-PowerSchool Data Files	<p>Files are published when provided by the business area. Use the LEA Form and School Form to map to files.</p> <p>If data appears incomplete, be prepared to update the Federal Submission Portal.</p>	December 17, 2021

Verify that login information has been received	<p>Accounts are created by CRDC Partner Support, based on the contact information submitted by September 24, 2021.</p> <p>PSU Demographics and Contacts File</p> <p>Partner should begin to send accounts December 17, 2021</p> <p>Create new accounts as needed in the Federal Submission tool.</p> <p>Contact CRDC Partner Support after the new year if no staff at the PSU received an account by December 31, 2021</p>	December 31, 2021
Add data, resolve Errors and Warnings in the Federal Submission Tool	<p>Log into the Federal Submission Tool after Notified by NCDPI.</p> <p>Civil Rights Data Collection Resource Center</p>	February 28, 2022
Certify the CRDC in the Federal Submission Tool	<p>Users who resolve and certify as early as possible are likely to experience less latency in the Federal Submission Tool.</p> <p>Civil Rights Data Collection Resource Center</p>	February 28, 2022

*Due Dates are subject to change.